Clear Form

2024 Exhibit Order Form: AV & Electrical

encore
EVENTS THAT TRANSFORM

150 West 500 South
Salt Lake City, UT. 84101
Phone: (801) 534-3444

SHERATON
Salt Lake City Hotel

CUSTOMER INFORMATION (please print clearly)			
Company:			
Address:			
City:			
State:	Zip Code:		
Phone:			
Email:			

DELIVERY INFORMATION			
Convention Name:			
Booth #:			
Contact:			
Delivery Date:		Pick-Up Date:	
Room:			

YOUR ORDER MUST BE RECEIVED BY:

	EQUIPMENT ITEMS	Per Day	Quantity	Days	Total
AV / INTERNET	Basic 5 amp Power with 6-outlet strip	$53.00			$ 0.00
	Dedicated 20 amp service with 6-outlet strip	$140.00			$ 0.00
	Special **208V Power** (please specify plug configuration)	call for price			
	Electrical Service Fee	$30.00			$ 0.00
	20" LCD Monitor	$210.00			$ 0.00
	46" LCD Monitor	$460.00			$ 0.00
	DVD Player	$105.00			$ 0.00
	Simple Wired Internet Connection up to 4Mbps	$190.00			$ 0.00
	Simple Wi-Fi Internet Connection up to 4Mbps (Per Device)	$18.00			$ 0.00
MISC	Banner Hanging (one time charge per banner based on size)	call for price			
	Labor for AV equipment	$115/hr		Subtotal:	$ 0.00

An additional 23% Hotel Service Charge and applicable Utah Sales Tax will be added to ALL orders.
A loss/damage fee and labor charges will be added for orders that require AV equipment.
A $30 Electrical Service fee will be added to all orders with basic and dedicated power.
Any additions made on-site will incur additional charges.

Method of Payment

(Prepayment required to guarantee equipment reservation)

☐ Bill to Master Account
☐ Bill to Room Number _____
☐ Credit Card**

**A link will be sent to your email to submit your credit card.
An Event Manger from the Sheraton SLC will be in contact as all billing is thru the Sheraton SLC and not Encore

Billing Address:

_____

_____

Signature: _____

Print Name: _____

Encore Rental Agreement

(1) Lessee does hereby rent and accept the listed equipment and acknowledges that it is in good working condition and agrees to pay the rent for said property at the rate herein stated; Lessee further agrees to take care of said equipment and to use it in a proper manner and agrees that in the event any of the rented equipment is lost or destroyed before it is returned, to promptly pay an amount equal to the reasonable cost of repairing or replacement of same. (2) Lessor is hereby released from any and all claims for damages to Lessee, by reason of use of said property; Lessee agrees to indemnify Lessor from any and all claims for damage to any person or property by reason of the use of said property by Lessee or its representatives from date hereof until said property is returned to Lessor. (3) It is understood that the rental commences as of the date and time hereof and ends only when the rented equipment is returned. Should said property not be returned to Lessor at the time specified as herein stated, Lessee agrees to pay rent for all additional time beyond that when the same is due, at the rate herein listed. It is agreed that failure to pay rent or if default is made in any of the terms hereof, Lessor may at once take possession of said rented equipment wherever the same may be found and remove the same and the Lessor or its agents shall in no way be liable for any claims for damages or injury in the removal of said equipment. (4) Lessee further agrees that all charges for rental will be paid in advance or immediately upon return of merchandise or upon receipt of invoice for same and that all collection fees, attorney fees, court costs, or any expense incurred in collecting and rental will be paid by Lessee. (5) RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION. (6) Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

Email Form

Print Form

PLEASE EMAIL COMPLETED ORDERS TO dirk.hooley@encoreglobal.com and zak.waldvogel@encoreglobal.com

Revised: 01/08/2024